



United States Department of the Interior

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To: State Directors
Attention: State Fire Management Officers, Field Fire Management
Officers/Assistant Fire Management Officers, Casual Hiring Officials, Casual
Approving Officials, Points of Contact for Casual Pay, State Incident Business
Leads, Office of Workers' Compensation Program Coordinators

From: Deputy Assistant Director (NIFC), Fire and Aviation

Subject: Reference Tool for Utilizing the Department of the Interior (DOI)
Administratively Determined (AD) Pay Plan for Emergency Workers

This Information Bulletin (IB) is a tool to assist the field in understanding how to utilize the AD Pay Plan for Emergency Workers. The AD Pay Plan is an exhibit to the National Wildland Fire Coordinating Group (NWCG) Interagency Incident Business Management Handbook (See Section 13.6, Exhibit 01) and includes rates, required situations for hire, conditions of hire, and position classifications.

Fire and Aviation (FA) has issued policy (FA Instruction Memorandum (IM) 2009-029) on the use of the AD Pay Plan. Per FA IM 2009-029 each state will identify and delegate hiring and approving officials. **It is imperative that hiring officials, approving officials, and other pertinent staff educate themselves with the policy set forth by FA, the pay plan, and Interagency Incident Business Management Handbook before utilizing the AD Pay Plan authority.**

Definitions

- Casual - A person hired and compensated under the AD Pay Plan for Emergency Workers (also referred to as Emergency Firefighter (EFF) or AD). The term of hire for a casual is temporary in duration and will be terminated when other employment methods can be initiated. A casual should never be hired when a regular government employee is available that meets the necessary qualifications.

- **Hiring Official** - Government employee with designated authority to hire casuals. Hiring officials need to have an in-depth knowledge of the AD Pay Plan and a full understanding of how and when it can be used.
- **Approving Official** - Government employee designated by the hiring unit to audit casual time (Official Form (OF)-288's) for accuracy and completeness then certifies the timesheet is legal for payment by meeting the provisions of the AD Pay Plan. Serves as a point of contact for the Casual Payment Center (CPC) should there be questions regarding the submitted OF-288. All individuals should be proficient in posting casual time.
- **Hiring/Sponsoring Unit** - A unit that maintains qualifications, issues a red card, hires the casual, processes travel, and is responsible for workers compensation claims.
- **Casual Payment Center** - Organization established to process casual time for payment.

Who do I call?

Any questions regarding the AD pay plan authority should be directed to a local subject matter expert first. For example, questions could be about the hiring process (appropriate forms, conditions for hire, position codes, and classification); travel procedures, security clearances, number of hours allowed for training or to instruct training, number of hours a casual can work on prescribed fire projects, etc.

Local subject matter experts include the Fire Management Officer (FMO), the Assistant Fire Management Officer (AFMO), hiring officials, etc. If the local subject matter expert is unable to answer questions regarding the AD pay plan authority, contact the state incident business lead or national incident business lead when your state lead is not available. A list of BLM state incident business leads can be found at:

http://web.blm.gov/internal/fire/budget/Reference_docs/Incident%20Business/BLMIncBus.html

Any questions regarding the actual payment of a casual(s) or the payment process would be directed to the CPC. Use the "Batch" number and/or a social security number (SSN) for reference purposes to expedite the call. The CPC contract employees are experts on the casual pay Federal Personnel Payroll System (FPPS) as it applies to casual payments and the casual payment process.

Forms

Hiring forms include the I-9, Employment Eligibility Verification Form, W-4, W-5, state tax forms, Single Resource Casual Hire Information Form (PMS-934), and Incident Behavior Form (PMS-935-1 or PMS-935-2). Hiring forms can be found at:

http://web.blm.gov/internal/fire/budget/Reference_docs/Incident%20Business/ADPay.html

Most common issues on OF-288's that delay the payment process

- Cost coding –

- Incomplete cost code information: Each cost code will include the Cost Center, Functional Area, and Work Breakdown Structure (WBS).
- Missing WBS: When using a pre-printed stamp for the cost code, ensure the WBS is written in the area left for the Fire Code or project code.
- Below are the most commonly used cost codes for casual time;
 - Suppression related time charge to Functional Area LF20000SP.HU0000 and WBS LF.SP.XXXX0000 (Example for ID-BOD: LLIDB00400 LF20000SP.HU0000 LF.SP.EL030000)
 - Casual related training charge to Functional Area LF20000SP.HT0000 and WBS LF.SP.AZA10000 (Example for ID-BOD: LLIDB00400 LF20000SP.HT0000 LF.SP.AZA10000)
 - Homeland Security Presidential Directive 12 (HSPD-12) related cost charged to Functional Area LF20000SP.HT0000 and WBS LF.SP.CCA80000 (Example for ID-BOD: LLIDB00400 LF20000SP.HT0000 LF.SP.CCA80000)
- Position Codes –
 - The OF-288 must indicate a position code in Block number 6 (#6) in each column.
 - The position code must reference the appropriate AD class (Example FFT2 AD-C) in block #6 under each column.
- Coding less than two hours for a work period – Casuals are guaranteed of a minimum of two hours for each work period. Time sheets submitted for less than two hours in a work period without the entitled “guarantee” documented or an exception documented in the remarks section of OF-288 will delay the payment process. An example of an exception could be “the casual quit after the first hour of work when additional work was available”.
- Guaranteed time on incident – Casuals working away from their point of hire are entitled to eight hours of on shift time (travel, ordered standby, and actual work) for each calendar day. The eight hour guarantee does not apply to the first and last day of work. However, the two hour minimum would.
- Coding Days Off – Casuals are entitled to compensable days off while away from their point of hire. Enter “Day Off” in the Start/Stop column with the number eight in the hour column. *Do not enter specific clock hours* (Reference the Interagency Incident Business Handbook, Chapter Ten, Section 13.6, Exhibit 14, page 24 of 40). The term Rest and Recuperation (R&R) is no longer used. The use of R&R when posting days off on the OF-288 will cause a delay in the payment process.
- Continuation of Pay (COP) recording guidance for casuals - Casuals are entitled to payment of COP for traumatic injuries for eight hours per day, seven days a week for a maximum of 45 calendar days and begins with the first day or shift of disability or medical treatment after the date of injury. The COP ends when the casual leaves the

incident, the original length of commitment ends, or the casual is released back to duty, whichever comes first.

The COP rate for a casual is the AD hourly rate under which the casual was working at the time of injury. To record COP, initiate a separate column on the OF-288 and note “COP” in the Firefighter Classification block. Indicate “COP” in the Start/Stop column and record the number eight in the hour column for each day of disability. Please reference the Interagency Incident Business Management Handbook for more detailed information for coding COP for casuals (Chapter Ten, Section 15, pages 10 & 11).

There is no entitlement to COP for an occupational disease or illness.

- Sickness – Casuals are not entitled to sick leave. They are guaranteed eight hours for each day held at the incident. Management has the option to pay the guarantee or return the casual to their point of hire. Action taken should be noted in the remarks section of the OF-288.
- Hour limitations – Hour limitations apply for accumulated hours worked for any agency:
 - Training hours – in most cases casuals should not exceed 80 hours of training. However, hiring units may have special circumstances that may require additional training to meet a required certification or safety measures.
 - Instructor hours – casuals may not exceed 120 hours for instructing emergency incident training. Discuss with Human Resources other pay options if instructor hours will exceed 120 hours. Other methods of hiring and contracting should be exhausted before hiring a casual as an instructor.
 - Hazardous fuels treatment (prescribed fire) – casuals may not exceed the 300 hour limitation for work on prescribed fires regardless of the agency.
 - There are no hour limitations for support of wildland fire or all hazard incidents.

Hiring units are responsible for monitoring hour limitations through the datamart system for casuals to ensure limitations are not exceeded. Access to datamart can be obtained through the National Business Lead.

The Interagency Incident Business Management Handbook, Chapter Ten, provides more detail in how to apply the AD Pay Plan with exhibits showing how to code casual timesheets.

Hiring of relatives

The Bureau of Land Management (BLM) policy regarding the employment of relatives is applicable to the AD Pay Plan. The policy prohibits a BLM public official from appointing, employing, promoting, advancing, or advocating the employment or advancement of a relative in their organization where they have jurisdiction.

- Relative – means father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepsister, half brother, or half sister.

- Public Official – anyone authorized to appoint, employ, promote, or advance individuals, or to recommend them for appointment, promotion, or advancement.

In the case of an emergency there is an exception to the policy. The emergency exception should not be used unless the circumstances for which the relative being hired are completely unavoidable, meaning there is no other person available to perform the duties of the position. If an emergency requires requesting an exception to this policy, consult with the local human resource officer.

The hiring official is responsible for the activity occurring when hiring casuals. If a relative is likely to be hired by the local unit, a procedure should be in place removing the possibility of nepotism. The hiring official, timekeeper and/or approving official should not be involved in the hiring and timekeeping process for their relative hired as a casual.

Any questions regarding this IB may be directed to your state incident business lead or to Hallie Locklear, National Incident Business Lead, 208-387-5166.

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